APPENDIX G-1 CHILD CARE SECTION 2011 APU

County: Herkimer

I. Administration (Required Section)

Describe how your district is organized to administer the child care program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: Employment/Day Care Unit

Transitioning Families: Employment/Day Care Unit

Income Eligible Families: Employment/Day Care Unit

Title XX: Foster Care/Preventive Services

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

Estimate of Rollover Funds for FFY 08-09	\$257,124
Estimate of Flexible Funds for Families (FFFS) for child care subsides	\$125,000
NYSCCBG Allocation for SFY 09-10	\$535,167
Estimate of Local Share	\$161,546

A. Subsidy	\$910,902
B. Other program costs (excluding subsidy)	\$4,073
C. Administrative costs	\$155,042

3.		s your district have a contractorm any of the following funct	ct or formal agreement with another tions?	organization to
	<u>Fun</u>	ction:	Organization:	Amount of Contract:
		Eligibility screening		
		Screening of legally- exempt providers		
		Assistance in locating care		
		Child Care Information Systems		
		Other		

APPENDIX G-2

II. Other Eligible Families if Funds are Available (Required Section)

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families	Yes	Approved Training Programs
participating in an approved activity in addition to their required work activity.	□ No	Ex. Certified Nurses Aid
addition to their required work activity.		
2. PA families or families with income up		
to 200% of the State Income Standard		
when the caretaker is:		
a) participating in an approved substance	Yes	
abuse treatment program	⊠ No	
b) homeless	Yes	
	⊠ No	
c) a victim of domestic violence	Yes No	
d) in an emergency situation of short	Yes	
duration	⊠ No	
	N	
3. Families with an open child protective services case when child care is needed to	Yes No	
protect the child.		
4. Families with income up to 200% of the		
State Income Standard when child care		
services are needed because the child's caretaker:		
a) is physically or mentally	X Yes	Must be a two parent household where
incapacitated	No	one of the parents is employed.
b) has family duties away from home	Yes No	
5. Families with income up to 200% of the	Yes	
State Income Standard when child care	⊠ No	
services are needed for the child's caretaker		
to actively seek employment for a period up to 6 months.		
to o months.		

6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	⊠ Yes □ No	Child care will be provided until the sanction period ends (durational sanction). At that time, the individual must be employed and in compliance to continue to receive child care benefits.
7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	∑ Yes □ No	Teen parent finishing high school.
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	∑ Yes □ No	Teen parent.
c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level	☐ Yes ☑ No	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	☐ Yes ⊠ No	
e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English	☐ Yes ⊠ No	
f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	Yes No	
g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university	⊠ Yes □ No	Approved Certified Nurses Aid training with guaranteed employment once successfully completed.

h) a prevocational skill training program such as, a basic education and literacy training program	☐ Yes ⊠ No	
i) a demonstration project designed for	Yes	
vocational training or other project	No No	
approved by the Department of Labor.		
approved by the Department of Labor.		
The parent/caretaker must complete the		
selected programs listed under number		
seven within 30 consecutive calendar		
months. The parent/caretaker cannot		
_		
enroll in more than one program.		
8. PA recipients and low income families	Yes	
with incomes up to 200% of the State	⊠ No	
Income Standard who are satisfactorily		
participating in a two-year program other		
than one with a specific vocational		
sequence (leading to an associates degree or		
certificate of completion and that is		
reasonably expected to lead to an		
improvement in the parent/caretaker's		
earning capacity) as long as the parent(s) or		
caretaker is also working at least 17 ½		
hours per week. The parent/caretaker must		
demonstrate his or her ability to		
successfully complete the course of study.		
9. PA recipients and low income families	Yes	
	No No	
with incomes up to 200% of the State	M NO	
Income Standard who are satisfactorily		
participating in a two-year college or		
university program (other than one with a		
specific vocational sequence) leading to an		
associates degree or a certificate of		
completion that is reasonably expected to		
lead to an improvement in the		
parent/caretaker's earning capacity as long		
as the parent(s) or caretaker is also working		
at least 17 ½ hours per week. The		
parent/caretaker must demonstrate his or		
her ability to successfully complete the		
course of study.		

F		
10. PA recipients and low income families	Yes	
with incomes up to 200% of the State	⊠ No	
Income Standard who are satisfactorily		
participating in a four-year college or		
university program (leading to a bachelor		
degree and that is reasonably expected to		
lead to an improvement in the		
parent/caretaker's earning capacity) as long		
as the parent(s) or caretaker is also working		
at least 17 ½ hours per week. The		
parent/caretaker must demonstrate his or		
her ability to successfully complete the		
course of study.		
11. Families with income up to 200% of the	Yes	
State Income Standard when child care	⊠ No	
services are needed for the child's caretaker		
to participate in a program to train workers		
in a employment field that currently is or is		
likely to be in demand in the near future, if		
the caretaker documents that he or she is a		
dislocated worker and is currently		
registered in such a program, provided that		
child care services are only used for the		
portion of the day the caretaker is able to		
document is directly related to the caretaker		
engaging in such a program.		

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities_(Required Section)

Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": Child care is accessible when travel distance is no more than one (1) hour between the child care provider and the participant's employment or assigned work activity. The one (1) hour of travel applies to individuals with transportation options such as public transportation or a private vehicle. Reasonable walking distance will be defined as anywhere within the town's limits for which they reside in.

Describe any steps/consultations made to arrive at your definition: **Discussed with other counties and within our agency.**

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as 200% of the State Income Standard.

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district 25%.

Note: Make sure the % selected here matches the % selected in Appendix F.

Case Closings (select one or two)

- 1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.
- 2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

	shortest time receiving child care services	
\times	longest time receiving child care services	(*)

Case Openings

The district must describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that there are insufficient funds available.

In Herkimer County, day care applicants will be given the opportunity to apply, even if there are no funds available. The district will place these applicants on a waiting list according to the date their application was received by this Department (date stamp).

Cases that have been closed due to insufficient funds will be given information regarding their option to reapply. These families will be placed on the waiting list according to the date their application was received by the Department (date stamp).

If funds become available for case openings, the district will open cases on their waiting list according to the earliest date the application was received into the Department (date stamp).

(*) Families with special needs children will be given priority and opened first. If there is a need to close due to lack of funds, families with special need children will be closed last. Also families who fall under the federal priorities will close last and open first. Priority order will be: special needs children, child in protective situation, families at risk of becoming PA dependent, and teen parents attending high school or an equivalency program.

Fraud and Abuse Control Activities

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

The following are FEDS indicators used by this Department:

Applicant is working off the books (currently or previously)
Current application is inconsistent with prior case information
No absent parent information or information is inconsistent with application
Applicant cannot provide a birth certificate for a child younger than six years of age
Applicant is self employed but cannot provide adequate business records to support
financial assertions

Documents or information provided are inconsistent with application, such as different name used for signature

Child care provider lives in household

If one or more of these indicators are present, the Child Care Coordinator will complete a FEDS referral form and forward it to the Fraud Unit.

The district must describe below it sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

Herkimer County will use the following sampling methodology to determine which cases will need verification of participation in employment, education, or other required activities:

- 1. Herkimer County will use a 100% sampling methodology. Child care cases are recertified every six (6) months. Information is requested between the 5^{th} and 6^{th} months. The district receives and reviews the all eligibility information to include:
 - a. financial information (pay stubs);
 - b. child support status;
 - c. change in family composition;
 - d. updated work schedule.
- 2. In addition to the 100% sampling the district will:
 - a. monitor part-time employment when the hours and pay stubs don't match;
 - b. monitor attendance for CNA training with guaranteed employment and teen parents attending school;
 - c. require a monthly statement for "off the books" work (weekly work hours and pay rate).

The district must describe below it sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Herkimer County and Mid-York Child Care Coordinating Council (MYCCCC) have agreed to provide the Child and Adult Care Food Program Inspection forms to the Department on a quarterly basis. The Child Care Coordinator will compare the inspection sheet to the child care attendance sheet.

Our district will identify all care providers participating in the Food Program. The district will then sample all care providers with county subsidized children.

APPENDIX G-4

IV. District Options (Required Section)

needs. Check	retrain flexibility to administer the child care subsidy program to meet local which options that your district wishes to include in your county plan. Imments for any area(s) checked.
1.	Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.	Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3. 🗵	Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4.	Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.	Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.	Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.	Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.	Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.	Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.	Our district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).
11.	Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).

12.	Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
13. 🗌	Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
14.	Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
15. 🗌	Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
16.	Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

APPENDIX G-5 PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category:	Rank:
Description:	
Category:	Rank:
Description:	
Category:	Rank:
Description:	
Category:	Rank:
Description:	
Category:	Rank:
Description:	

APPENDIX G-6 FUNDING SET-ASIDES

Total NYSCCBG Block Grant Amount Including Local Funds

Category:	\$				
Category:	\$				
Category:	\$				
Category:	\$				
Category:	\$				
Category:	\$				
Category:	\$				
Total set asides	\$				
Describe for each category the rationale behind specific NYSCCBG (e.g. estimated number of children, etc.). Category:	set-aside	amounts	out	of	the
Category:					

APPENDIX G-6 (continued)

The following	ng amounts are set aside for specific priorities out of t	he Title XX block grant:
C	Category:	\$
C	Category:	\$
C	Category:	\$
Γ	Total set asides (Title XX)	\$
	each category the rationale behind specific set asicant (e.g. estimated number of children, etc.).	de amounts out of the Title

APPENDIX G-7 TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: \$4,000.00

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2)	% (3)) %	(4)	%	
Programmatic Eligibili	ty for Income I	Eligible Fa	milies. ((Check all that apply.)	
Title XX:	employment			education/training	
	seeking emple	oyment		illness/incapacity	
	homelessness			domestic violence	
	emergency si	cuation of s	short dur	ration	
	participating i	n an appro	ved sub	ostance abuse treatment program	
Does your district appl ☐ YES ⊠ NO	y any limitation	ns to the pr	ogramm	natic eligibility criteria?	
(See Technical Assista	(See Technical Assistance #1 for information on limiting eligibility.)				
If yes, describe eligibil	ity criteria:				
Does your district prior YES NO If yes, describe which				Title XX funding?	
Does your district use ′ ☐ YES ⊠ NO	Γitle XX funds	for child c	are for o	open child protective services cases?	,
Does your district use '	Γitle XX funds	for child c	are for o	open child preventive services cases'	?

APPENDIX G-8 ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies.

1.	Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.
2.	Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.
3.	Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)
4.	Described below is the justification for each additional standard.

APPENDIX G-9 PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES

(Check any that	at are eligible)	payment for absence	s:
	Day Care Center	Legally	Exempt Group
	Group Family Day Care	School A	Age Child Care
	Family Day Care		
	strict will only pay for about or letter of intent.		ith which the district has a
Base period se	elected (check one)	3 months	6 months
Number of abs	sences allowed during bas	se period:	
Period	Routine Limits	Extenuating	Total Number of
	(# of days)	Circumstances (# of days)	Absences Allowed (# of days)
In a month	(# of days)	Circumstances	
	(# of days)	Circumstances	
In a month Base period List reasons for the control of the contr	or absences for which the	Circumstances (# of days) district will allow pay lers' eligibility for pay	(# of days)

APPENDIX G-10 PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES

The following providers are eligible for payment	nt for program closures:
Day Care Center	Legally Exempt Group
Group Family Day Care	School Age Child Care
☐ Family Day Care	
Our district will only pay for program closures contract or letter of intent. Yes No	1
Enter the number of days allowed for program closures is five days).	closures (maximum allowable program
List the allowable program closures for which t	the district will provide payment.
Note: Legally exempt family child care and in- be reimbursed for program closures.	-home child car providers are not allowed to

APPENDIX G-11 TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED MARKET RATES FOR LEGALLY EXMEPT, SLEEP

Transportation

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

Differential Payment Rates

Indicate below the percentage above the market rate your	district has chosen.
Accredited Programs may receive a differential payment u	up to % above market rate.
Care during non-traditional hours may be paid up to	% above market rate.
Limitations to the above differentials are as follows:	

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers

If a district elects to establish a payment rate that is in excess of the enhanced market rate for legally- exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

	Our	district	is	requesting	to	increase	the	legally-exempt	enhanced	market	rate	up
to	ре	ercent of	the	e applicable	reg	gistered fa	mily	day care marke	t rate. Mar	ket rate	may	not
exce	eed 7	5 percer	nt (75%) of the	ch	ild care m	arke	t rates establishe	ed for regis	tered far	nily	day
care	.											

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:
for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or
for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or
for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

The District will pay for eight (8) hours of child care service when a sole caretaker parent or both parents in a two parent household works in third shift employment. In a two parent family when one parent is working the third shift, child care service will be provided up to eight (8) hours for sleep during the time the second parent is working.

APPENDIX G-12 CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS, BREAKS IN ACTIVITIES

Child Care Exceeding 24 Hours

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

Child Care Services Unit

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the	following in the	Child Care Services	Unit (check which	h ones
apply). 18 year old	19 year old	20 year old		
	- O	R-		
Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply). 18 year old 19 year old 20 year old				
Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit.				

Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

Breaks in Activities

for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).
two weeks four weeks
Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):
entering an activity waiting to begin employment break between activities

APPENDIX H ANNUAL PLAN UPDATE CHECKLIST

ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Herkimer County

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate whether there are any changes to report. For each item that is answered yes, a response is required. Items without a NO choice require a response. Please note that Appendices G-1 through G-4 must be completed.

YES	<u>NO</u> ⊠ ⊠ ⊠	 I. Financing Process a. General Information b. Purchase of Services c. Performance or Outcome Based Provisions
	\boxtimes	II. Monitoring Procedures
		 III. Appendices a. Appendix A – Legal Assurances (REQUIRED) b. Appendix B – Summary of Memorandum of Understanding with the
	\boxtimes	District Attorney's Office for Child Protective Services c. Appendix C – Estimate of Persons to be Served d. Appendix D – Non-Residential Services to Victims of Domestic
	\boxtimes	Violence e. Appendix E – Chafee Foster Care Independence Program Use of
\boxtimes		Allocations f. Appendix F – Department of Social Services – Program Information Matrix (REQUIRED)
	\boxtimes	g. Appendix G – Child Care 1. Appendix G-1 – Administration 2. Appendix G-2 – Other Eligible Families if Funds are Available 3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and
		 Abuse Control Activities 4. Appendix G-4 – Districts Options 5. Appendix G-5 – Priority Populations 6. Appendix G-6 – Funding Set-Asides 7. Appendix G-7 – Title XX Child Care 8. Appendix G-8 – Additional Local Standards for Child Care Providers
	\boxtimes	9. Appendix G-9 – Payment to Child Care Providers for Absences

\boxtimes	10. Appendix G-10 – Payment for Child Care Providers for Program
	Closures
\boxtimes	11. Appendix G-11 – Transportation, Differential Payment Rates,
	and Sleep
	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care
	Service Unit Waivers Break in Activities